

JOB OPENING CHECK LIST

Permit Technician

- open until filled

___ Application

___ Copy of Driver's License

___ Copy of High School Diploma/G.E.D./College Degree

___ Copy of Social Security

___ Criminal history background check consent

NOTE: Minimum Qualifications and Conditions of Employment:

Minimum Qualifications:

- High School diploma or GED equivalent
- One (1) year of experience in technical support functions preferably in a government environment
- One (1) year of customer service and cash handling experience.
- Preference will be given to candidates with International Code Council (ICC) Permit Technician Certification. Candidates without ICC Permit Technician Certification are required to obtain certification within six months of employment.

Conditions of Employment:

Must have a valid Texas Class "C" Driver License and must meet the City's driving standards. Must pass a drug test, physical examination, driver's license check, criminal history background check, and social security credit check, and social security number verification check.

These items must be turned in with application or it will not be considered complete and will not be accepted.

Job Description



Permit Technician

Department: Economic & Community Development

Salary Grade: (11) \$15-\$19 HR

Reports To: Economic & Comm. Development Director

FLSA: Standard/Non-Exempt

Purpose:

Responsible for performing technical work in the review and processing of construction project permits to include: providing Department information and customer service, answer questions as first point of contact for customers; processing departmental documents, payments, deposits, permit applications and answering questions within scope of authority and training.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Conducts permit and plan review activities, which includes: accepting and processing permit applications, checking for completeness and compliance with applicable Local and State requirements; reviewing and issuing permits for miscellaneous construction projects.
2. Provides technical support associated with permitting activities, which includes: coordinating public inquiry on development processes, codes, ordinances, and permit requirements; processing utility releases; maintaining logs for permit distribution and permit review turnaround times; scheduling and entering inspections; enforcing and updating required contractor registrations; generating and processing a variety of daily, weekly and monthly reports; and/or performing other related activities.
3. Performs financial activities in support of department operations, which includes: collecting building permit, development, registration, and other miscellaneous fees and issuing receipts; balances and reconciles receipts to monies collected at the end of each business day. Making daily deposits; balancing cash drawers; generating revenue reports and/or performing other related activities.
4. Provides customer service activities, which includes: greeting customers; answering phones; responding to requests for information or service. Provides technical information to City staff as authorized; responds to public, as to permit readiness, project fees and other issues; explains policies, codes, standards and code violations; provides assistance to the public within scope of authority.
5. Maintains a variety of records for the department related to permitting activities. Prepares a variety of reports related to departmental activities.
6. Assists Building Official and Building Inspectors; researches issues and provides data on permit and plan issues and related subjects.
7. Provides administrative services as needed; processes A/P vouchers, purchase order requests and tracks departmental expenditures, as well as other duties as assigned.
8. Attends various board meetings. Posts agendas and prepares minutes.

Supervisory/Budget Responsibilities:

- None

Knowledge, Skills, and Abilities:

- Ability to understand City Organization, operations, policies and procedures;
- Ability to learn to read/comprehend building plans, permit applications and specifications, and the ability to communicate technical requirements to architects, engineers, contractors, developers, and to the general public;
- Ability to understand principles of record keeping and records management;
- Ability to learn and understand the application of municipal building codes and ordinances;
- Skills in establishing and maintaining cooperative, pleasant and professional working relationships with employees and the public;
- Skills in operating a personal computer, printer and scanner and utilizing a variety of permit tracking and business software including Word/Excel/Outlook and additional office equipment;
- Skills in effective communication, both oral and written; Ability to multitask in a fast-paced office/customer service environment
- Skills in handling cash;
- Knowledge of basic filing principles;
- Skills in gathering and analyzing information and making recommendations based on finding and in support of organizational goals;
- Skills in interpreting and applying applicable code requirements and permitting processes; Skilled in reading and interpreting construction documents;
- Skills in communicating effectively with a variety of individuals.

Minimum Qualifications:

- High School diploma or GED equivalent
- One (1) year of experience in technical support functions preferably in a government environment
- One (1) year of customer service and cash handling experience.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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Conditions of Employment:

Must have a valid Texas Class "C" Drivers License prior to employment.

Must pass a drug test, driver's license check, criminal history background check, credit check, and social security number verification.

Physical Demands/Work Environment:

Work is performed in a standard office environment and occasional outdoor conditions. Employees are subject to sitting, standing, bending, and reaching for extended periods of time; and must be able to safely pull, push, lift and carry items weighing up to forty (40) pounds. Must have regular and punctual attendance. Must be able to have a flexible work schedule to include evenings and weekends as required. May be required to work immediately before, during or after an emergency or disaster in addition to normal work week hours.

Preferences:

Municipal Experience.

Experience with Incode Software.

ICC Permit Technician Certification.

Bilingual in Spanish.

This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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